

St. James' Vestry Meeting Minutes

Thursday, May 12, 2011

In attendance: Lori Walton+, Mary Casas, Andy MacRae, Jan Brandt, Donald Razzolini, Dean Valentine, Molly Lubwama, Stephen Ferro, Janet Fischer, Brad Hoffman, Gary Gearheart, Laura Winter, Greg Scheuffele, Valle Brokes, and Elizabeth Hart

Mary Casas called the meeting to order, and Valle Brokes led the opening prayer.

Vestry Meeting Minutes

- Motion was made to accept the April 14, 2011 vestry meeting minutes as written. Moved by Donald Razzolini, seconded by Brad Hoffman. Motion passed.
- Motion was made to accept the April 20, 2011 vestry meeting minutes as written. Moved by Laura Winter, seconded by Stephen Ferro. Motion passed.

Endowment Board

- The Endowment Board recommended the following persons to fill vacancies on the board: Joan Roberts for a second term, and Tom Blalock for a first term.
- Other members of the board are Marnie Hartman, Dave Nelsen, and Patty Lacy.
- Motion was made to appoint Joan Roberts and Tom Blalock to their respective terms on the Endowment Board. Moved by Janet Fischer, seconded by Brad Hoffman. Motion passed.

Calendar

May 21st – Work party

June 19th – Volunteer Appreciation Day

June 26th - Graduations

- 6 am Bible Study is off for the summer, from May 31st to September 13th.
- Polling place at St. James' is not needed on June 7th.

Organ Speakers

- Still working on moving the speakers
- Speakers will be placed on their backs to project sound to the roof
- The person who will be fixing the organ presets will also be moving the speakers, with the assistance of volunteers
- Katherine LaRose's cost estimate is \$500 – From which fund will that money come from?

Nursery Care

- Since there have been no children using the nursery when Suzanne has arrived at 8:45, the nursery hours will now be to 10 am to 12 noon.
- Lori Walton has requested that children over four years of age not go in to the nursery after Sunday School. We want to set the model that children come in to the church to worship.
- The worship bags have been restocked.

Vestry Vacancy

- Molly and Chris Lubwama are moving. Molly has six months left on her term on the vestry.
- According to our by-laws, the first person(s) to ask to serve the remainder of a term is the person or persons who came forward in the previous election but were not elected. Bob Bynum, who came forward in January, was asked and has declined. Marlene Benedict was then asked and she has agreed to serve the remainder of Molly's vestry term from June 2011 to January 2012.
- Motion was made to appoint Marlene Benedict to fill the remainder of Molly Lubwama's term on the vestry. Moved by Brad Hoffman, seconded by Janet Fischer. Motion passed.

Vacation Bible School (VBS)

- Jan Scrutton is heading up VBS.
- We have received two donations in the amount of \$1500.00.
- Will need to purchase items, such as a parachute, outdoor games, water bottles, T-shirts, craft supplies and food supplies.
- Jan S. has also purchased two banners.
- It was suggested that Jan S. be allowed to use the donated money to purchase materials without having to come to the vestry for each \$200 of expenses.
- Motion was made to authorize Jan Scrutton to spend up to \$1500.00 of the money that was donated specifically for Vacation Bible School on Vacation Bible School. Moved by Valle Brokes, seconded by Gary Gearheart. Motion passed.
- Jan S. will still need to fill out check request forms and document all expenses.

Corazon Build Effort

- The Corazon Build Trip runs from Friday, June 24th to Sunday, June 26th. This is a deanery-wide effort. Over 30 people from Holy Cross are planning on going.
- Other churches will front the money, but it is asked that each church of the deanery donate \$1100.00 by December.
- It was suggested to raise as much money as we can, up to \$1100.00, by the end of December, and whatever is raised is what we will donate.
- Money from the Kenyan carvings could go to this effort

- At the deanery vestry retreat in January we can bring up this issue with other churches in the deanery.

Distribution of Endowment Money

- Money from Endowment must be spent on a new ministry or new capital item
- There is \$830.00, which is temporarily being kept in unpledged.
- Suggestion for new confirmation program is "Confirm not Conform." Cost is \$179.00
- Suggestion for new Sunday School curriculum is "Weaving God's Promises." Cost is \$199.00 for the first year, and renewable for \$149.00 a year.
 - We will still be able to use Godly Play materials
 - This program is designed for the Episcopal Church, and includes lessons on scripture, the sacraments, the church seasons, the saints, and special holidays and feast days.
 - Curriculum is appropriate for ages 4 to 5th grade.
 - Materials are available on-line.
- Motion was made to spend the following on new children's and youth's programs: \$179.00 for "Confirm not Conform" and \$199.00 for "Weaving God's Promises" from the money received from Endowment. Moved by Laura Winter, seconded by Janet Fischer. Motion passed.

Nets for Life

- Have learned that Bishop Marc is not supporting this effort
- One of the bishop's concerns is the dilution of effort – the Diocese is committed to a number of other causes.
- Do we want to do an outreach effort in the fall, and if yes, what do we want to do?
- We are doing Little Dresses with the Diocese.

Financial Report

- Have more money in operating than we did last year.
- Not as far behind in pledges as in the last two years.
- Have spent less than we have taken in. We have brought in 5% less than budgeted by have spent 9% less than budgeted.
- Money from Endowment is temporarily being kept in unpledged.
- Might not hear about audit report results for two to three months.
- Brad Hoffman will presenting the money earned from "Ducks for Bucks" on May 22nd – approximately \$1462.00.

CLUSTER REPORTS

Congregational Care and Social Ministries Report for May 2011

Our main concentration this month has been on preparation for the Walk-a-Rock-athon scheduled for this Saturday 05-14-11. We are walking in conjunction with our sister parish Saint Anne's' in south Fremont. The walk will be an approx. 5 mile walk from St. Anne's' location to St. James'. We have plans to set up a water station at the ½ way mark and have parishioners prepared to pick up any walker having issues or difficulties. We are also planning a small picnic celebration for the walkers on completion for those who want to participate. The Walk-a-Rock-athon benefits the Home Warming program in conjunction with Abode services.

The Home Warming team continues to work in conjunction with Harbor Light, South Bay Community Church and Abode services to support a family of 5, a mother, her 3 daughters and son in moving into an apartment under the Home Warming program.

We continue to work on the best model for our food pantry. Our goal is to make sure we can support both families in housing and also the individuals and families who are homeless or in hotel living who need immediate nutritional support with little or no prep needed.

Thank you
Brad Hoffman and Gary Gearheart
socialministries-congcare@saintj.com

Communications Cluster Report May 12, 2011

Communications:

Outdoor Banners – Book Sale banner – rewritten with current day and time and mounted in frame.

Parish Photo Directory – Activated and advertised address in the *Window* and the weekly online bulletin for reserving photo times with Lifetouch for the new Picture Directory. Janet Fischer also put contact address for picture reservations on St. James website. Greg made photo reservations for parishioners last Sunday after services. Sign-ups can be made after services on Sundays in May. Pictures will be taken June 4 and 5, 11 and 12 in the Parish Hall.

Advertising and Publicity – Publicized Book Sale free in *Tri-city Voice* and Union City *Patch* (online)

DioCal Communications Network – Ralph Locher and Valle Brokes will represent St. James.

Submitted By: Valle Brokes
Greg Scheuffele

Facilities – May 2011

We had a great turnout for the April work party: Twenty-plus people were here and did a wonderful job of getting our campus cleaned up for Holy Week and Easter. The grounds were clean and neat for the Good Friday Stations of the Cross, Saturday's Easter Vigil service and Easter Sunday. The chairs in the church were polished, the windows washed, and we also got rid of the pile of cut branches that had been sitting behind the dumpster. Thanks to all who participated!

Next work party is Saturday May 21 9am-12pm

The insurance inspector will be here this month and we will do a campus walk to find out if there are special items that need to be addressed.

The Memorial Garden Committee is hosting coffee hour on May 29 (Memorial Day). This is being coordinated with the celebratory cake for Jim McLeod on the same day. Committee members will be available to share information on the Garden and Columbarium with anyone interested.

Respectfully submitted,
Laura

Christian Formation Cluster Report May, 2011

Youth & Children

Easter

We had 8 young people and 6 adults for the Easter Breakfast and the youth ran the egg hunt - they had fun with it and so did the egg hunters.

Confirmation Program

Lori, Mike & Jan are working on the plans for a confirmation program. They are determining the length of program as well as material (still planning on using Confirm not conform) and some requirements for age etc. They are leaning towards an 18 month program meaning first confirmations would be after Easter 2013.

VBS

The banners have arrived but we need to add the dates in. The first meeting is this week to explain the plan and encourage involvement. Jan is creating a list of things people could sponsor for VBS - banners, a parachute etc. Jan is writing

a curriculum/outline, and has asked for help. Things like banners, recruitment, materials, and advertising.

Godly Play

Brian Cochran's last story-telling date is this Sunday May 15th. May 22nd, 29th and June 5th have volunteers and then Godly play will be on break until the Fall. We will have an ice cream social on June 19th to thank Brian for his work.

We need to come up with a plan to restart and reenergize Godly Play in the Fall. Lori sent an email to parents to ask for volunteers. We will use any response from this email and any interest shown in the May 11th meeting to build a plan, targeting June vestry meeting to have a draft approach.

Adults

- *The Cup of our Life* book discussion group will meet Wednesdays, May 25 to June 29. Barbara Dabney is coordinating and leading.
- Millennium Development Goals: Scott Whittaker presenting on May 8 and May 15. The first is an informational meeting on the goals, and the second Sunday will be the opportunity to write personal supportive letters to our congressional representatives. Scott will provide stationary and stamps. Jeanne is preparing a Power Point presentation.
- DVD Presentation of Archbishop Desmond Tutu: June 5.
- Fall Curriculum is being set. Possibilities:
 - Bruce Roberts will meet with Lori+ about the Anglican Covenant and where we stand on that time line and whether we want to discuss as a congregation.
 - Evelyn Underhill: possible presentation about her and her works on mysticism.
 - Janet Fischer is deciding whether she might lead book discussion on *The Greatest Prayer* by John Dominic Crossan.
 - Diocesan Resolutions
 - Vestry Cluster functions
 - Bible study on Book of James

Respectfully submitted,

Molly Lubwama

Stephen Ferro

Janet Fischer

- VBS meeting went well – approximately 12 people attended.
 - Jan S. will need a lot of help with prep work as well as during VBS.
 - Cost for VBS is \$25 a child or \$40 a family.
 - VBS will run 9 am to 12 noon Monday, July 25th to Friday, July 29th.
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Cluster Report
Parish Life – May 2011
Submitted By: Donald Razzolini and Dean Valentine

Goals

- A. On-going
 - a. Continue support in the following areas...
 - Kitchen
 - Congregational Outreach
 - Congregational Activities...
 - 1. Receptions & Memorials
 - 2. Special Events – lead by outside sources
- B. Ministry Meet and Greet – promotional item for cluster ministries to increase membership
- C. Ministry Recognition Brunch – possibly in combination with Meet and Greet
- D. Parish Retreat
- E. Treasures from the Attic – Art Show & Sudo Elephant Sale (Fundraiser / Community Outreach)
- F. Ministry Weekend (4-Sundays) – promos / presentations
- G. Game Night Social
- H. Casino Night - Possible community outreach event
- I. Mardi Gras Party
- J. Halloween Costume Party (Family Fun Event) – Possible local community outreach event
- K. Additional Goals / Ideas – As need arises

Current Projects

- Grad Day Celebration – In Process
 - a. Purchase cake
- Parish Camping Trip (Research & Development) – In Process
 - a. Create survey to determine congregational interest, time allotment, and

Projects – Update

- St. James' Ministry Pamphlet for Newcomers – Distributed at Newcomer Brunch May 1
- Update Cluster Bulletin Board – Done
 - a. Now Includes:
 - PL Ministry Flyer – Flyer listing of current ministries under PL umbrella
 - Sign Me Up - Information / Volunteer request form – Congregation request for additional info. on a particular ministry or to volunteer services
- Create a Parish Life Handbook
 - a. Ministry contact information –
 - Includes:

1. Event checklist for each ongoing Ministry within the PL cluster and section for notes as needed
 2. Ministry information forms for each ministry containing
 - a. Ministry Title
 - b. Contact information
 - c. Timeline
 - d. Budget information
 - e. Ministry Description / Basic history
 - f. Historical "How To" notes on ministry implementation and procedures. Section for updated notes as needed
- Create a Parish Life Handbook (continued)

3. Cluster Ministries – Names & Leaders

<u>Name</u>	<u>Lead</u>
Kitchen	Sandra Motley – Kitchen Coordinator
Coffee Hour	Brad Hoffman
Breakfast Club	Brad Hoffman
Available for Lunch	Sylvia Ma, Meg Williams
Receptions / Memorials	Margaret Rainey
Men's Trip / Group	Gregg Feeney
Ladies Flatlanders	Mary Casas
Tai Chi	Sylvia Ma
Special Events	Vestry Cluster Team

- Parish Camping Trip (Research & Development)
 - a. Original site possibility (Sunol) is currently closed and unavailable due to special upgrades
 - b. The PL team is currently researching other locations and will update as info. becomes available
- Father's Day Celebration
 - a. Purchase Fathers Day Gift (Key chains) – Done
 - b. Purchase Sm. "Happy Father's Day" card to attach to gift - Done
- Grad Day Celebration
 - a. Create information form showcasing Graduates - Done
 - b. distribute information form showcasing Graduates – In process
- Work with Youth Group on the Easter Egg Hunt – Done
 - a. Youth Group had a brunch at 8a and hide the Easter Eggs on St. James' campus thereafter
 - b. Donald met with YG Coordinator Jan Scrutton about event – she reports that the event went very smoothly and the group had such a goodtime they are excited about revisiting the event again next year.
 - c. Meeting also included ideas for next year to include a "Treasure Hunt" component utilizing helpers and volunteers from the congregation to hold or wear various items the children are to locate using instructions

found in certain Eggs (plans for implementing this component not finalized for this addition at this time)

NOTE: an additional 30gal bin full of empty plastic Easter Eggs was been found and is currently being stored in the EB5 storage – a portion of these currently unused eggs may be used to house TH instructions

- Mother's Day flowers purchased and distributed – Done
 - a. Special thank you to Facilities Rep. Laura Winter for helping and her generous donation of paint buckets for storage of the flowers before and during the distribution process.
 - b. Also a special thanks to Usher Coordinator Burtin Hart for his assistance in rallying the Ushers for this special event

Upcoming Events

- Father's Day – June 19
- Recognition Sunday (Grad Day) – June 26

- There will be keychains on Father's Day and be cards for graduation.
- Thank you for carnations for Mother's Day and for the brochure handed out at the Newcomer's luncheon.

Lead Team Report - May 2011

The Lead Team has been working closely with Lori during the past few weeks on the purchase of a new residence.

On April 20, 2011 a special vestry meeting was called to consider money being released from the Schader Fund and used as an investment along with the Rector Housing Fund for the purchase of a home for our Rector. With the recommendation from the Schader Fund Committee, the vestry voted to allow up to \$50,000 to be loaned from the Schader Fund to the Rector's Housing fund.

The members of the vestry hosted coffee hour after the Easter service. Thank you for all the goodies.

On May 1st a Newcomers welcoming luncheon was hosted by the Blalocks. There were 12 newcomers in attendance.

Molly Lubwama has notified the wardens, she and Chris will be moving at the end of May. This will be Molly's last vestry meeting with us. We wish them both blessings on their new journey. Due to the vacancy a new vestry member is needed for the remaining six months of Molly's term. Bob Bynum ran for vestry this year and was not elected. Bob was asked to fill the vacancy and he declined. He was encouraged to run again in January 2012. Marlene Benedict

was asked to fill the vacancy and agreed. Upon approval of the vestry, I will contact Marlene and she will join the vestry in June, 2011.

Brian Cochran has stepped down from leading the children's Sunday program, Godly Play. . Brian has lovingly shared God's stories with the children of St. James' and we have been fortunate to have him here. We will be honoring Brian for his many years of teaching on Sunday June 19th with a reception following the 10:30 service.

Youth for Champions has decided not to use St. James' facilities as reported last month.

At last month's vestry meeting we mentioned the vestry should pre-read the Anglican Covenant. Then at the May vestry meeting, we would have a discussion of this document. We are postponing this discussion until the June meeting.

Faithfully yours
Mary and Andy

Update on Clergy Housing

- Lori thanked the vestry for considering additional money for the housing fund.
 - Lori has found a residence, but the lender has asked for a signed gift letter in regards to the housing fund. The lender only considers two categories for the housing fund – a gift or a loan.
 - The rector housing fund, however, is not a gift or a loan, but instead is an investment from St. James'.
 - Have been in contact with both the controller and chancellor of the Diocese.
 - The rector housing fund is not a gift and we cannot legally sign a gift letter.
 - One of the local banks in Fremont has a proprietary loan product and so now looking at getting a local bank to give an in-house loan – but interest rate may be higher, and therefore make the house unaffordable for Lori.
 - Because of this issue, Lori will not be able to meet the deadline for buying the home, and she may not be able to purchase a house in Fremont at all.
 - What if St. James' is on the loan? Fannie and Freddie will not loan to institutions.
 - Vestry's goal and Lori's goal is to have Lori have a home in Fremont.
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RECTOR'S REPORT
Vestry Meeting, May 12, 2011

Worship

Successfully completed Holy Week and Easter.

Attended Chrism Mass at the Cathedral on April 19.

Met with the Ferro's to discuss Gavin's upcoming baptism, May 22.

Pastoral Care

Officiated at the funeral of Joanne Hamilton, April 17.

Continue to attend to ill parishioners, including a handful who have been admitted into the hospital this past month. Have had a series of pastoral meetings with parishioners regarding life/spiritual issues.

Stewardship/Finance

Met with the Diocese to review their "Grateful, Glad, and Giving" program and for St. James' to be a potential pilot site.

Children & Youth

Emailed parents to inform them of Brian Cochran's stepping down and to sketch out the remainder of the year with the below text:

Dear Parents,

For some time now, we have been blessed with the ministry of Brian Cochran and his work with our children. Brian has literally been the glue that has kept the Children's Sunday School going. However, it has come time for Brian to step down from his role so that he might focus more clearly on other aspects of his growing ministries outside of St. James'.

For the next month, the Godly Play/Children's program will be as such:

May 8, Godly Play led by Brian

May 15, Godly Play led by Brian - Brian's last story-telling date

May 22, Godly Play led by Heather and Loren Merrell

May 29, Godly Play led by Linda and Dave Nelson

June 5, Craft/Activity led by Ken and Penny Trant, and last Sunday School gathering until the Fall.

*** On June 19, we will say a proper thank you to Brian (and to other volunteers) with an ice cream social following the 10:30 service. We invite the children to bring their favorite topping.*

Brian's stepping down leaves a big hole in our children's ministry program - a hole that will need to be filled. Please, please give some thought and consideration as to whether you can help out once a month, or whether you know of another parishioner you might suggest to me to help out. This summer, we will be working hard to recreate our children's program,

and need every single person to pray about it and to consider pitching in. Our children are too important to the fabric of this community to not attend to them in the most intentional way.

One initial way for you to support the work we do with your children is to attend the Vacation Bible School informational meeting on May 11 at 7:00pm. Please consider attending to learn about the VBS program and to see if you can support it. Please note, this is a meeting for the adults only (we don't want to spoil the surprises for the kids).

Thank you in advance for helping to support and grow the important work of raising our children up in faith.

Please contact me with any questions you might have,

Lori

Reviewing Sunday School options for this upcoming school year to determine if Godly Play is our best choice at this time. Looking at a curriculum "Weaving God's Promise".

Met with the Scruttons to continue reviewing future Youth Group offerings and VBS ideas.

Attended VBS informational meeting led by Jan Scrutton on May 11.

Welcoming/New Members

Welcomed 12 people to our New Member lunch on May 1; many thanks to those who helped with hosting, food, and warmth!

Calling together a Welcome Committee to convene on Wednesday, May 25.

Communication/Administration

Met briefly with Auditor and Jan Brandt for the annual audit.

Other

A reminder about my vacation: May 26-June 7 (back in the office on June 8).

Motion was made to accept the Financial Reports, Cluster Reports, and Rector's Report as submitted. Moved by Laura Winter, seconded by Stephen Ferro. Motion passed.

Volunteer Appreciation Day June 19th

- There will be an ice cream social after the 10:30 service.
- Saying thank you to Brian Cochran, the Merrills, the Nelsens and everyone who has helped with Godly Play.
- Thank you also to the choir and to the Scruttons for their work with the youth.

Welcoming Committee launch is May 25th at 6 pm.

Lori is on vacation May 26th through June 7th. She will be back on June 8th.

Valle Brokes led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry